



VILLAGE OF WINNEBAGO

FINANCE COMMITTEE MEETING MINUTES

Tuesday, February 27, 2024 at 5:15 PM
108 West Main Street and Virtually

To access meeting from any device: <https://global.gotomeeting.com/join/582766925>

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1. CALL TO ORDER

The meeting was called to order at 5:18 p.m.

RESENT: Chairman Jeremy Graham, Julie O'Rourke, Riley Pitney

GUESTS: Joseph Dienberg, Rachel Windgassen and Kellie Symonds

2. PUBLIC COMMENT

There were not requests for Public Comment.

3. DISCLOSURE OF ANY CONFLICT OF INTEREST

There were no conflicts of interest noted.

4. APPROVAL OF MINUTES

a. Minutes from January 30, 2024

Motion to approved the January 30, 2024 minutes was made by O'Rourke, Seconded by Pitney. Voting Yea: Chairman Graham, O'Rourke, Pitney

5. DISCUSSION

a. Budget 2023 & Budget 2024

The Budget 2023 and Budget 2024 were discussed. More information will be received from the temporary treasurer, Mark Olson regarding the impact of the wages in the first payrolls of 2024.

b. Audit 2023

The temporary treasurer, conveyed to the Village Administrator that next week a firm date for the auditors to come to the Village.

c. Appropriation 2024

The Appropriations Public Hearing has been sent to the Gazette for publication, and is set for March 11, 2024 at 5:45 p.m.

d. Bank Reconciliation Review - November, December, January

Mrs. Windgassen has "closed" November, although there are unreconciled balances on three accounts, but the hope is that when December is completed those will be resolved. Mrs. Windgassen also stated that as things are being looked at there have been a few changes to internal practices. She had contacted Mark Olson, and confirmed that the changes would be reasonable and he had agreed with the changes.

e. Credit Card Review - January

The credit card reconciliations were provided for the committee to review and it was noted that the old credit card with points is now closed.

f. Discussion of the Village Treasurer Position

Mr. Dienberg suggested posting the position as a full-time with the possibility of part-time. He consulted with the Village Attorney on the matter of posting the position. He also shared the option of an outside firm filling the role. Mr. Dienberg provided the (RFP) Request For Proposal draft was included in the packet for the committee. While 'casting a broad net' of sending RFP's to selected organizations we would also post on our website, as well posting an advertisement of the position in other outlets. It was recommended to utilize current staff and the temporary treasurer during this process. After a brief discussion there were no disagreements with Mr. Dienberg moving forward with with sending the RFP, and will report back. Trustee O'Rourke proposed asking the auditors if they have any experience with other municipalities in this situation and may have recommendations.

g. Finance Training Updates

Mrs. Windgassen stated that approximately 80% of the items have been addressed in the training with the former treasurer. The agreement with Mrs. Bennett to complete the required tasks and training has not yet be finalized. Mr. Dienberg will contact Mrs. Bennett to get the agreement signed. Mrs. Windgassen stated that Mr. Olson has been present each of the three Fridays while Mrs. Bennett has been present, although he has primarily focused on audit matters.

h. Aging/Write-Off Review-IDROP & Water Bill Delinquency

The aging report was provided to the committee.

i. Software Upgrades

i. Credit Card Fees

No changes to software upgrades.

j. Grant Updates

Trustee O'Rourke asked about the Grant Updates worksheet Mrs. Bennett would provide for the committee. She will forward a copy of a prior Grant Update report to Mrs. Windgassen following the meeting.

k. Errant Water - none requested

There were no Errant Water requests. New cellular water meters with the capability to notify the homeowner of potential leaks will eliminate errant water requests in the future.

6. NEW BUSINESS

Mrs. Symonds shared that Furst Staffing has two potential candidates for the utility billing position. Trustee Graham also asked about the upcoming trip that Clerk Huggins will be taking and if everything is in order. Mrs. Symonds stated that all the documents have been completed with the Bank and is in good order.

7. EXECUTIVE SESSION

No closed session needed.

8. NEXT MEETING DATE

The next meeting date is Wednesday, March 20, 2024 at 5:00 p.m.

9. ITEMS FOR BOARD AGENDA

Posting of the Treasurer Position and the finalized Request for Proposal.

Appropriation Ordinance for Fiscal Year 2024

10. ADJOURNMENT

Motion to adjourn was made by Pitney, Seconded by O'Rourke. Voting Yea: Chairman Graham, O'Rourke, Pitney. Motion carried. Meeting adjourned at 5:56 p.m.

APPROVED: MARCH 20, 2024

Jeremy Graham, Committee Chairman

Prepared by:
Kellie Symonds